

District Assessment Director Sign-Off Guide



Table of Contents

Introduction	
Test Sections.....	4
Sign-Off Document Schedule.....	4
Test Security.....	5
Test Ordering Calendar 2008-09.....	5
Test Administration Calendar 2008-09.....	6
U-PASS	
Direct Writing Sign-Off Sheet.....	8
Certification of CRT Raw Score Acceptance Sign-Off Sheet.....	9
Utah Assessment Material Security Policies and Procedures Disclaimer.....	10
Secure Destroy Sites.....	11
UBSCT October Administration.....	12
UBSCT February Administration.....	12
The Iowa Tests	
Iowa Fall Sign-Off Sheet.....	14
Iowa Spring Sign-Off Sheet.....	15
Checklist of Major Activities.....	16
Checklist for Test Administrator/Proctor for Paper-Based Tests	17
Summary of Responsibilities for Computer-Based Test Administration.....	20
Checklist for Test Administrator/Proctor for Computer-Based Tests	22
Checklist for Lab/Session Manager for Computer-Based Tests	25
Instructions for After Test Administration	
District Assessment Director Instructions for Returning Materials.....	28
District Assessment Director's Testing Procedure Checklist.....	29
Principal's Testing Procedure Checklist.....	30
Appendix	
Data Technicians.....	32
CRT, UALPA, UAA Header Sheet.....	33
Pre-Print File Layout.....	34
Iowa Grade/Class Identification Sheet.....	36
Iowa Building Identification Sheet.....	37

Introduction

This booklet was put together to assist Assessment Directors to comply with the Utah State Office of Education's Board regulations regarding assessments.

The following documents are included:

- Sign-off documents
- Sign-off forms for CRTs, DWA, UBSCT, and Iowa
- General guidelines for returning answer documents
- General checklists recommended for use in districts (not required to return)
- Example pages for reference

Test Sections

UBSCT sign-off sheets are administration specific, due to the extreme security of the material. You are responsible for every booklet sent to your district.

The Direct Writing Administration sign-off is to be returned following the guidelines on the document.

The Iowa sign-offs will be required for return back to the Utah State Office of Education three weeks after your test window closes.

The CRT section contains the sign-off for Raw Score Acceptance that is to be returned to Computer Services after your district has received and reviewed raw scores and error reports (if needed) for **ALL** students. The secure destroy sign-off is to be returned to Assessment, and the subsequent page is a current spreadsheet of sites providing secure destroy services. As always, the bottom entry (Recycle America) is free, and the Utah State Office of Education holds an account with them. Drop-off of materials at this site is preferred.

Sign-Off Document Schedule

Assessment	Due Date	Document	To Whom Document Is Due
UBSCT October UBSCT Feb.	December 1, 2009 March 10, 2009	Administration Sign-Off Sheet Administration Sign-Off Sheet	USOE Production Team
DWA	March 10, 2009	Administration Sign-Off Sheet	USOE Production Team
Iowa Fall Iowa 3 rd Grade	November 1, 2009 May 12, 2009	Administration Sign-Off Sheet	USOE Production Team
CRT	July 6, 2009	Raw Score Acceptance	Computer Services
CRT	July 6, 2009	Secure Destroy Policy	USOE Production Team

Test Security

Test security involves accounting for all secure materials before, during, and after each test administration. Trained, certified personnel and/or their trained designees are the only individuals authorized to have access to test materials. All secure items must be kept in locked storage (for example, in a locked closet) when not in use. Materials should be carefully inventoried upon receipt from the testing contractor. When testing has concluded, all secure materials assigned to individual campuses must be returned to the District's Assessment Director. The District Assessment Director is responsible for ensuring that all secure materials, including secure ancillary materials such as specific Braille instructions, have been accounted for. Districts are required to implement any controls necessary to ensure accurate and reliable tracking of all secure items.

Thank you for your help in maintaining the security of the state assessments.

Test Ordering Calendar 2008-09

Schedule	Grade Level												
	K	1	2	3	4	5	6	7	8	9	10	11	12
Aug. 1- Sept. 30 Fall Iowa				Iowa Tests (NRT)		Iowa Tests (NRT)			Iowa Tests (NRT)				
Sept. 1- 20 UBSCT												UBSCT	UBSCT
Oct. 1-Nov. 31 TrimesterCRT							Science CRT	Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT
Dec. 1-Dec. 20 UBSCT											UBSCT	UBSCT	UBSCT
Dec. 1- Feb. 1 Order Special Needs Materials for UBSCT											UBSCT	UBSCT	UBSCT
Dec. 15- Jan. 15 DWA							DWA			DWA			
Feb. 1-Mar. 31 Iowa Spring 3 rd Grade Reading				Iowa Tests (NRT)									
Order CRT- CBT by Oct. 1 PBT by Dec. 1			ELA Math CRT	ELA Math CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT
Oct. 1 – Oct. 31 UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA

Test Administration Calendar 2008-09

Schedule	Grade Level												
	K	1	2	3	4	5	6	7	8	9	10	11	12
Fall Iowa 3 rd Week of September through 1 st week of October				Iowa Tests (NRT)		Iowa Tests (NRT)			Iowa Tests (NRT)				
UBSCT Oct. 21,22,23 Make-up Window Oct. 24-28												UBSCT	UBSCT
NAEP January 24-March 4					National NAEP Sample of 2 or 3 Schools				National NAEP Sample of 2 or 3 Schools				
UBSCT Feb. 3,4,5Make- up Window Feb. 6-10											UBSCT	UBSCT	UBSCT
DWA 14 Weeks Prior to Last Monday of the School Year (3-Week Period)							DWA			DWA			
Spring 3 rd Grade Reading April 16-May 15 (Traditional 9-month)				Iowa Tests (NRT)									
CRT 6 Weeks Prior to Last Monday of the School Year (6-Week Period)			ELA Math CRT	ELA Math CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT	ELA Math Science CRT
UALPA Beginning/ Intermediate Jan. 1 – May 15	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA	UALPA

UPASS

Utah Performance Assessment System for Students

Direct Writing Assessment

Grades 6 and 9

Spring 2009

Dissemination, Administration, and Return Acknowledgement

This signed form should be returned to Assessment at the USOE, care of Sarah Moore, Production. You may mail the form or fax it to 801-538-7845.

This form certifies that, prior to the testing window, principals and/or district administrators have trained all school staff members who administer assessments in appropriate test security practices, including storage, handling, review of tests, and submission of answer documents. All test administrators and proctors must receive yearly the Ethical Test Preparation training provided at http://www.schools.utah.gov/assessment/district_administrators.aspx#. All test administrators and proctors must sign in acknowledgment that they have received training.

Before testing, materials were checked in to ensure sufficient materials for proper administration and were then distributed to schools.

All schools administered tests during the dates specified by the state and the district.

Once testing was completed, answer documents were returned to Computer Services for scanning as instructed.

Signature, District Superintendent

Date

Signature, District Assessment Director

Date

Note: We recommend that precautions be taken to arrange secure destroy of materials **after** all edit reports have been corrected and **after** accounting for each student's answer documents.

Return to Computer Services,
care of Sharon Marsh. Mail or
fax to 801-538-7938.

School Performance



Reports

Certification of CRT Raw Score Acceptance 2009 Results

By signing and returning this form, we at _____ district / charter assure that:

1. Raw score data has been reviewed for overall completeness and accuracy of scoring for ALL schools.
 - a. Answer documents have been returned to Computer Services for scanning and an **"all student file"** was submitted to <https://cs.schools.utah.gov/assessment>.
 - b. The students' files that did not match during scanning at USOE had an error report sent to the district for review. In some cases, it might be necessary to send another **all student file**. Errors that might be generated are: **no match on "all student file"; non-numeric student number; UAA; unknown or withdrawn with responses.**
 - c. The district has provided information to correct the error report and returned it to the assigned data technician for correction within **five business days** of receiving the error report from USOE.
 - d. The scanned file was matched against the **all student file** and scored. A raw score list and summary report were generated for those students who were not on an error report.
 - e. The scan file has been corrected accordingly, matched against the **all student file**, and re-scored.
 - f. Accordingly, the district received another raw score list and summary report reflecting changes.
2. This form showing acceptance of state-issued raw score results is returned to Sharon Marsh (Sharon.Marsh@schools.utah.gov) of Computer Services on or before July 6th, 2009.

WE CERTIFY THAT THESE OUTLINED STEPS HAVE BEEN FOLLOWED TO THE BEST OF OUR KNOWLEDGE AND ABILITY.

Dated this _____ day of _____, 20_____

Signature, District Superintendent

Dated this _____ day of _____, 20_____

Signature, District Assessment Director

Utah Assessment Material Security Policies and Procedures Disclaimer

CRT administration materials for 2009 will not be used for future assessments. Please ensure that all testing materials supplied by the State of Utah (booklets and administration manuals) and/or related items created to assist in proper test administration are securely destroyed.

We are requesting those who handle distribution of these materials to follow these specific guidelines. Personnel must sign verifying they have followed the prescribed protocol, and return this document to Assessment at the USOE, care of Sarah Moore, Production. Fax to 801-538-7845.

We recommend that precautions be taken to arrange secure-destruction of materials after all raw scores are recorded, and after accounting for each student's answer documents.

By signing secure and destroy policies and procedures, you are acknowledging that you have read and understand the secure destroy process related to state-issued materials. You are also acknowledging that the management of state-issued materials that pass through your district office is your responsibility. Please ensure that all booklets and answer documents are accounted for before and after testing sessions in 2009 by utilizing the Principal Testing Checklist, or a similar document that works in your district.

Do not securely destroy answer documents. All answer documents are to be returned to the USOE after each assessment, used or not.

Ensure that materials are completely destroyed and cannot be compromised. Your options for secure destroy are as follows:

1. Contact a local CERTIFIED shredder for secure recycling. Have them shred at your own site, or have them pick up the materials for a certified secure transportation and shredding at their facility.
2. Ship materials to a CERTIFIED secure disposal service provider (or Recycle America if there are no local shredders available).
3. Contact local Waste Management or other provider in your county for burial of materials.
4. Conduct county-licensed controlled burn of materials; contact local authorities for proper training and license.
5. Shred at your facility all test booklets, Administration Manuals, and scratch paper.

I, _____ of the _____ School District/Charter,
District Assessment Director (please print)

have read the above information and agree to follow the secure destroy procedures for state-issued materials. We will use option _____ for the "secure destroy" protocol by _____, 2009.

Dated this _____ day of _____, 20____

District Assessment Director

Dated this _____ day of _____, 20____

District Superintendent

Secure Destroy Sites

Location	Company	Phone	Notes
General	Shred Pro/Las Vegas	702-795-2323	\$69
Box Elder County	Box Elder Landfill	435-744-2275	Secure destroy upon request; The cost is \$26.25 a ton or \$7.00 a pickup load.
Davis and Morgan County	Wasatch Integrated Waste Management	801-614-5600	Secure destroy; you have to take the materials to them, they do not pick up. \$82.00 a ton with a \$20.00 minimum.
Duchesne & Wasatch Counties	Duchesne/ Wasatch County Blue Bench Landfill	435-738-2468	Buries materials. Drop off.
General	Shred Pro/Las Vegas	702-795-2323	\$69
Iron County	Iron Mountain Paper Shredding		
Juab County	JRDA Landfill	435-623-3410	One pickup truck is \$10.00 in the county, \$20 out of county. One to 1.9 ton is \$30 in county and \$60 out of county. The rates go up from there. Drop off material there.
Logan/Cache	Bruce Allsop Insulation	435-245-4081	Free
Logan County	Logan City Landfill	435-994-0495	They will bury the material for you. The cost depends on weight and how you deliver the materials; they don't have pick up. One pickup truck of materials is \$10.00 and it goes up from there.
Millard County	Millard Landfill	435-864-2297	
Morgan County			
Piute County			
Rich County			
Salt Lake City	Shred Pro	801-977-9800	Will pick up material; charges by the load. Have to call and reserve a time for them to come.
Salt Lake City	American Shredding	801-330-6481	Off-site 8 cents per pound, \$40 minimum; on-site \$25 for 64-gallon container, \$50 minimum.
Salt Lake City	Certified Shred Inc	801-972-4748	Pick up and delivery; charge per pound.
Summit County	Henefer Landfill	435-336-3338	Will bury materials free of charge; have to bring materials to them.
Summit County	Rock Port Landfill		Will bury materials free of charge; have to bring materials to them.
Uintah County	Landfill (Vernal)	435-789-6018	Certified Shredder Company will shred the testing materials.
Utah/Wasatch County	Utah Valley Records Mgmt	225-8876	Certified Shredder Company - \$30 for 65lb BIN – also serves Alpine, Nebo, Provo, Juab
Wayne County	Long Hollow Class II	435-836-2731	
Weber County			
Wasatch Front	Recycle America	801-282-8271	Free, you drop materials.



October 2008 Administration Protocol Acknowledgment

This signed form certifies that I, _____, Assessment Director for district/charter school, have followed the Utah State Office of Education's administration procedures regarding the UBSCT. This includes:

We have been contacted by measured progress and USOE regarding missing booklets from return of UBSCT materials for the school year 07-08 administration period. We have no booklets in our possession after inquiring of all administrators of the UBSCT in our district, and sign relinquishing responsibility for these booklets. If individual administrators are found with these booklets in the future, they will be returned to USOE immediately, and the security of the items will be guaranteed by internal investigation.

Signature, District Superintendent

Date

Signature, District Assessment Director

Date

February 2009 Administration Protocol Acknowledgment

This signed form certifies that I, _____, Assessment Director for district/charter school, have followed the Utah State Office of Education's administration procedures regarding the UBSCT. This includes:

We have been contacted by measured progress and USOE regarding missing booklets from return of UBSCT materials for the school year 07-08 administration period. We have no booklets in our possession after inquiring of all administrators of the UBSCT in our district, and sign relinquishing responsibility for these booklets. If individual administrators are found with these booklets in the future, they will be returned to USOE immediately, and the security of the items will be guaranteed by internal investigation.

Signature, District Superintendent

Date

Signature, District Assessment Director

Date



THE
IOWA
TESTS

Utah State Office of Education: Assessment & Accountability

Utah Public School District and Charter School Certification of Compliance in the Training and Administration of the Fall Iowa Tests

We, _____ and _____
(Superintendent) (District Assessment Director)
Of the _____ School
District/Charter, certify and assure the following:

1. Prior to the testing window, principals and/or district administrators have trained all school staff who administer the Iowa Tests in appropriate test security practices (e.g., the storage, handling, and review of tests and submission of answer sheets), and received acknowledgement signatures for the USOE's Board "Ethics Training" provided at http://www.schools.utah.gov/assessment/district_administrators.aspx#, which includes test preparation, staff administration activities, and possible licensing actions for violations of appropriate testing practices.
2. School staffs have been informed of state deadlines for the return of answer sheets. School staffs are also informed that the Iowa Test materials are to be stored in a secure, locked place at the district level for reuse next year.
 - 2.1 Unused pre-printed answer documents do not need to be returned to the USOE.
3. Acknowledgement is given that all special materials provided for Iowa Test administration (large print and Braille booklets) and Braille administration materials must be returned to the USOE immediately after administration.
4. Acknowledgement is given that the Riverside practice test for levels 9 and 11 will no longer be used. The Utah State Office of Education Grade 3 practice test form can be downloaded from the web and printed for use at the district's cost. The USOE practice test will not be distributed in hard copy format to the districts. This only affects the Grade 3 practice test administration.

Signature, District Superintendent

Date

Signature, District Assessment Director

Date

This form must be signed and returned to Assessment at the Utah State Office of Education, care of Sarah Moore, Production. Fax back to 801-538-7845 within three weeks after your test window has closed.

Utah State Office of Education: Assessment & Accountability

Utah Public School District and Charter School Certification of Compliance in the Training and Administration of the Spring Third Grade Iowa Tests

We, _____ and _____
(Superintendent) (District Assessment Director)
of the _____ School
District/Charter, certify and assure the following:

1. Prior to the testing window, principals and/or district administrators have trained all school staff who administer the Iowa Tests in appropriate test security practices (e.g., the storage, handling, and review of tests and submission of answer sheets), and received acknowledgement signatures for the USOE's Board "Ethics Training" provided at http://www.schools.utah.gov/assessment/district_administrators.aspx#, which includes test preparation, staff administration activities, and possible licensing actions for violations of appropriate testing practices.
2. School staffs have been informed of state deadlines for the return of answer sheets. School staffs are also informed that the Iowa Test materials are to be stored in a secure, locked place at the district level for reuse next year.
 - 2.1 Unused pre-printed answer documents do not need to be returned to the USOE.
3. Acknowledgement is given that all special materials provided for Iowa Test administration (large print and Braille booklets) and Braille administration materials must be returned to the USOE immediately after administration.
4. Acknowledgement is given that the Riverside practice test for levels 9 and 11 will no longer be used. The Utah State Office of Education Grade 3 practice test form can be downloaded from the web and printed for use at the district's cost. The USOE practice test will not be distributed in hard copy format to the districts. This only affects the Grade 3 practice test administration.

Signature, District Superintendent

Date

Signature, District Assessment Director

Date

This form must be signed and returned to Assessment at the Utah State Office of Education, care of Sarah Moore, Production. Fax back to 801-538-7845 within three weeks after your test window has closed.

Checklist of Major Activities

Before Test Administration

District Assessment Director	School Test Coordinator
1. Receive shipment of test materials.	1. Receive test materials from District Assessment Director.
2. Inventory quantities in the shipment. If additional quantities are needed, call USOE to request additional materials.	2. Inventory quantities in the shipment. If additional quantities are needed, contact the District Assessment Director.
3. Read the Test Administration Manual.	3. Read the Test Administration Manual.
4. Count out the materials for each school.	4. Count out the materials for each class.
5. Distribute testing materials to each school.	5. Distribute testing materials to each class.

After Test Administration

District Assessment Director	School Test Coordinator
1. Receive materials from School Test Coordinators.	1. Check answer documents for correct gridding and order of assembly.
2. Arrange for the secure destroy or storage of the materials.	2. Check Identification/Header Sheets for placement and completeness.
3. Send scoreable materials to USOE, packaged by grade.	3. Place answer documents and test booklets into sturdy boxes.
	4. Add filler to boxes that are not completely filled.
	5. Securely tape the boxes. Number the boxes in sequence (e.g., Box 1 of 3, Box 2 of 3, Box 3 of 3) by grade.
	6. Send materials to District Assessment Director.

Material Requirements (booklets and TAMs):

UALPA: Secure destroy

DWA: Secure destroy

Iowa Fall and Spring: Save and reuse materials

UBSCT February and October: Return to Measured Progress
UBSCT February and October Special Needs: Return to Sarah Moore
CRT and Trimester: Secure destroy

Answer Document Requirements:

All unused **Pre-Print** answer documents for DWA, CRT, UBSCT and UALPA must be returned in a separate package. Unused **Pre-Prints** for Iowa do not need to be returned, but should be securely destroyed.

Checklist for Test Administrator/Proctor of Paper-Based Tests

Before Testing:

- Meet with school's testing coordinator:
 - To review testing procedures.
 - To complete Standard Test Administration and Testing Ethics Training.
 - To verify completion of training.
 - To clarify any questions.
 - Notify students and parents about testing.
- Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.
- Become thoroughly familiar with the Test Administration Manual.
- Receive materials from your school's testing coordinator and take an inventory to ensure you have the appropriate materials. Needed materials are as follows:
 - Supply of sharpened #2 pencils with erasers (students may not use pens, colored pencils, crayons, or markers)
 - Test booklets (class set or one per student, depending upon how test booklets were ordered and supplied)
 - An extra test booklet for demonstration purposes
 - Pre-printed answer document for each student on your roster
 - Several blank answer document (one for each new student)
 - Scratch paper for each student
 - A "TESTING, DO NOT DISTURB" sign for the door
 - Any additional supplies for materials specified for your subject area test
- Review assessment accommodation and modification guidelines and make arrangements for students who qualify.
- Complete the student information on the blank answer document for students without pre-printed answer documents, or schedule approximately 5-10 minutes for the students to complete the information. This information must be completed prior to the start of Session One.
- Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.

During Testing:

- Administer the test following the script in the Test Administration Manual word for word.
- **Make certain that students have gridded the correct Form Code, found on the front cover of the test booklet, directly onto their answer documents.**
- Continually monitor students to ensure that they are working on the test and that they understand how to fill in the circles on their test answer documents.
- Check to see that students are on the correct section. If it is observed that a student inadvertently misses items or a page of questions, encourage him/her to go back and answer those questions.
- Keep communication between you and the students to a minimum.
- Supply students with new pencils as needed.
- Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.
- Maintain and oversee the security of all test materials.

After Testing:

- Arrange make-up and test completion sessions for students who miss all or part of the test.
- Check to see that the student answer documents are complete and correctly marked (i.e., student information on pre-printed answer documents is correct; new students have completed the student information section; pencil was used instead of pen).
- Make certain that students have gridded the correct Form Code found on the front cover of the test booklet, directly onto their answer documents.
- Separate test materials as described below:
 - Test booklets (used and unused)
 - Used answer documents
 - Damaged, voided, or non-routine answer documents
 - Unused answer documents
 - Test Administration Manual
 - A list of students who did not complete the test

- Complete the special codes box on the answer document/booklet for students who meet the specified criteria. Refer to the Test Administration Manual for instructions on marking the special codes box.
- Make certain that any necessary transcription of student answers from large print or Braille test forms to regular answer documents is complete.
- Organize and return all used and unused secure test materials to your school's testing coordinator.

Summary of Responsibilities for Computer-Based Test Administration

The computer-based administration of CRTs require the involvement of multiple individuals at each testing site, representing four different roles: the Site Coordinator, technical support personnel, lab/session manager, and test administrator/proctor. Test roles and responsibilities are outlined below.

- Site Coordinator (school's testing coordinator)
 - Oversee all aspects of testing, paper-based and computer-based.
 - Ensure that all policies and procedures required for standardized test administration occur.
 - Compile documentation concerning unique student circumstances that affect testing.
 - Download 48-hour raw score reports.
 - Cross-reference 48-hour raw score reports against Session Rosters to ensure that all students who were expected to test are accounted for.
 - Work with LEA assessment personnel to resolve issues with testing.
- Technical Support
 - Ensure that each student workstation is able to support CBT.
 - Set up TestNav™, including early warning and proctor caching.
 - Troubleshoot technical issues that interrupt testing.
 - Communicate with LEA technical personnel if problems occur which prevent students from testing.
- Lab/Session Manager
 - Work with the Site Coordinator and/or test administrator/proctor to set up session rosters, print Student Authorization Tickets, start sessions, mark special codes for appropriate students, mark tests as complete, stop sessions, and resolve CBT issues.
 - Document any situations that affect testing (e.g., fire drills, technical issues).
- Test Administrator/Proctor (this is typically a classroom teacher)
 - Actively proctor testing.
 - Follow all requirements outlined in the Test Administration Manual.
 - Ensure that students do not submit tests for scoring until all sections are finished.
 - Work with the lab/session manager to resolve problems that arise during testing.
 - Work with lab/session manager to schedule make-up or completion sessions for students to finish testing.
 - Work with Site Coordinator to review each raw-score report for accuracy.

Depending on the organization of the LEA and school, several of these roles may be combined as needed. For the purposes of this manual, these roles have been separated out. Each individual fulfilling these roles should have been trained for his/her specific role. The Test Administration Manual is specifically designed for the test administrator/proctor; however, because of the interdependency of these roles, there is some topical description provided.

Training Tests

Training tests specific to how the CBT TestNav™ system functions are available for student and educator use. These are designed to allow students to practice manipulating the TestNav™ system as they will encounter it in live testing. Educators are also encouraged to take the training tests to increase their familiarity with the system. The USOE strongly encourages LEAs to take advantage of this resource. The more familiar teachers and students are with the system, the more prepared they will be for testing. Instruction/practice centered around these training tests should include:

- Use of the tools available at the top of the screen.
- Use of the navigation elements at the bottom of the screen.
- How to scroll within an item or passage.
- Discussion of the difference between “Save and Exit” and “Submit.”

Training tests are neither scored nor intended as content practice tests. They are only intended to give students experience with the interfaces and processes used in computer-based testing. The TestNav™ URL for the training tests is <http://www9.etest.pearson.com/UPASSTRNG/>. This URL is different from the URL for the actual, live Spring CRTs.

Checklist for Test Administrator/Proctor for Computer-Based Tests

Before Testing:

- Meet with school's testing coordinator:
 - To review testing procedures.
 - To complete Standard Test Administration and Testing Ethics Training.
 - To verify completion of training.
 - To clarify any questions.
- Notify students and parents about testing.
- Review assessment accommodation and modification guidelines and make arrangements for students who qualify.
- Determine if a student requires a special code indicated on the Student Data Screen.
- Prior to the start of Session One, indicate any appropriate special code on the Student Data Screen. Individual school sites should determine who is responsible for completing this task.
- Encourage students to bring a book to read (or another quiet, non-electronic activity) in case they finish the test before the rest of the class.
- Become thoroughly familiar with the Test Administration Manual.
- Receive materials from your school's testing coordinator and make an inventory to ensure you have the appropriate materials are as follows:
 - Student Authorization Ticket
 - Scratch paper and pencil for each student to be used during the test
 - A "TESTING, DO NOT DISTURB" sign for the door
- Schedule a brief amount of time (approximately 10 minutes) to assist students during the introduction of computer-based testing directions.

- Place a “TESTING, DO NOT DISTURB” sign on the door to the classroom and work to minimize interruptions and distractions.
- Just prior to testing, set all computers to the Login screen of the TestNav™ Delivery System (TestNav™).

During Testing:

- Administer the test following the script in the Test Administration Manual word for word.
- Prior to the start of the last session, make any appropriate corrections to the special code information on the Student Data Screen. Individual school sites should determine who is responsible for completing this task.
- Continually monitor students to ensure that they are working on the test and that they understand how to mark their test answers.
- Check to see that students are on the correct section. If it is observed that a student inadvertently misses items, encourage him/her to go back and answer those questions.
- Keep communication between you and the students to a minimum.
- Supply students with new pencils as needed.
- Resume student IDs and test codes as needed.
- Let students know that it is okay if they do not know a specific answer, and encourage them to choose the best answer.
- Maintain and oversee the security of all test materials.
- Make note of any irregularities during testing, including students who will require a make-up or test completion opportunity (with the lab/session manager).

After Testing:

- Arrange make-up and test completion sessions for students who miss all or part of the test.
- Follow the on-screen instructions for closing out the testing session.
- Separate test materials as described below:
 - Used Student Authorization Tickets
 - Unused Student Authorization Tickets

— Test Administration Manual

- Make certain that all students who have completed all sections of the test are in “Stopped” status on the Session Roster screen in Test Session Management (with lab/session manager).
- Organize and return all used and unused secure test materials to your school’s Site Coordinator.
- Review each raw score report for accuracy (with Site Coordinator).

Checklist for Lab/Session Manager for Computer-Based Tests

The primary responsibility of the lab/session manager is to assist the Site Coordinator, technical support, and test administrator/proctor. No CBT function should be performed by the lab/session manager in isolation of the above individuals. This checklist is intended to be an overview of the lab/session manager's primary responsibilities, not a comprehensive checklist.

Before Testing:

- Create test sessions (with Site Coordinator).
- Manually add students if necessary (with Site Coordinator).
- Print student roster (with Site Coordinator).
- Verify that all students who are expected to test are listed on the student roster (with Site Coordinator).
- Print Student Authorization Tickets (with Site Coordinator).
- Enter special codes for appropriate students (with Site Coordinator).
- Verify that all computers being used for online testing have the following URL in TestNav™: <http://www.9.etest.pearson.com/UPASS> (with technical support).
- Make arrangements for those students requiring accommodations during testing (with test administrator/proctor).

During Testing:

- Verify that all scheduled test sessions are in "Started" status (with Site Coordinator).
- Update special codes for appropriate students as necessary (with Site Coordinator).
- Verify that all students are in "exited" status between testing sessions.
- Make note of any irregularities during testing, including students who will require a make-up or test completion opportunity (with test administrator/proctor).
- Notify Pearson if any students are in "stopped" status before all test sections have been administered, or when it is suspected that a student may have submitted his/her test before he/she has finished all sections (with Site Coordinator).

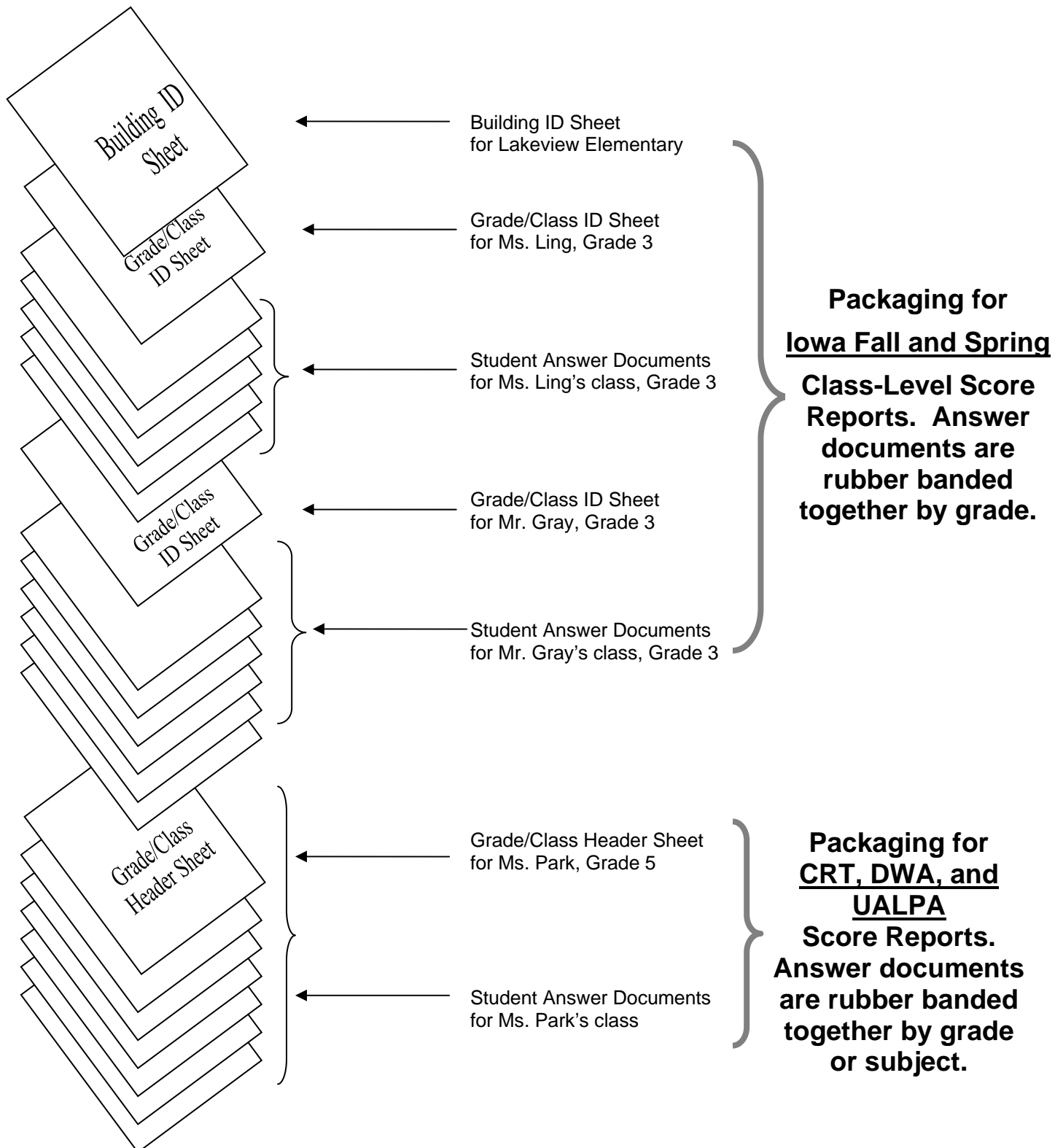
- “Resume” students prior to the next testing session. Note: Do not resume students prior to the day of the testing session.

After Testing:

- Make arrangements for any students who have not finished all sections of the test to complete the test (with test administrator/proctor).
- Return testing materials to the Site Coordinator (with test administrator/proctor).
- Make certain that all students who have completed all sections of the test are in “Stopped” status (with Site Coordinator).
- Following all test make-up or completion sessions, make sure students are in “Stopped” status (with Site Coordinator).
- “Mark Test Complete” for any students who, after all opportunities to finish their test have passed, are not finished with testing. This also applies to students who were in sessions but did not take any part of the test. Appropriate special codes should be marked in most cases. This will place a student in “Stopped” status (with Site Coordinator).
- All sessions at all schools must be in “Stopped” status prior to the end of the testing window (with Site Coordinator).

Organizing Answer Documents and ID Sheets for Return

Stacking Diagram



District Assessment Director Instructions for Returning Materials

Once the District Assessment Director receives the boxes of marked answer documents from the School Test Coordinators, the Assessment Director should finalize the packaging and shipping of materials. The preferred method of delivery is to either hand-deliver the materials to the USOE or send them by a commercial carrier (example: UPS or Fed-Ex) addressed to:

**Utah State Office of Education
Computer Services
ATTN: (Your District's Data Control Tech)*
250 East 500 South
Salt Lake City, UT 84111**

Or send small packages of answer documents through the U.S. Postal Service at the following address. Be sure to include the post office box number and the additional four digits in the zip code.

**Utah State Office of Education
Computer Services
ATTN: (Your District's Data Control Tech)*
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200**

*** See page 30 for the list of Data Technicians and their assigned districts.**

DISTRICT ASSESSMENT DIRECTOR'S TESTING PROCEDURE CHECKLIST

U-PASS PROGRAM

Instructions: Use this checklist as steps are completed during testing windows.

Please Check Each Item When Completed

- _____ 1. Before testing, materials were checked in to ensure that sufficient materials for proper administration were distributed to schools.
- _____ 2. All schools administered tests during the dates specified by the state and the district.
- _____ 3. After testing, each principal completed and returned to me a signed "Principal Testing Procedure Checklist" or similar document.
- _____ 4. All booklets were checked for misplaced answer documents.
- _____ 5. Prior to sending answer documents to the USOE, an "all student file" was uploaded to <https://cs.schools.utah.gov/assessment>. (See page 31 for identical file layout in the pre-print instructions.) Procedures were followed for each batch to ensure that answer documents were ready for scoring (i.e., all documents in a batch are the same grade/subject, no UAAs inserted, no paper clips, or Post-it notes, etc.). UBSCT materials are packaged and boxed, ready for UPS pre-scheduled pick-up, following the instructions in the "UBSCT Site Coordinator Preparation Guide."
- _____ 6. For **each** school in the district, **all** pre-printed student answer documents, used and unused, were sent to the USOE with the proper header sheet provided by Computer Services. Iowa pre-printed answer documents that are UNUSED can be secure destroyed.
- _____ 7. Raw score and edit reports (if applicable) were reviewed and corrected, if necessary, within five days of receipt. (For CRTs, the "Raw Score Certification of Acceptance" form was signed and returned to Computer Services following the instructions on the form.)
- _____ 8. After **all** student results were received:
 - For CRT – test booklets and directions for administration were securely destroyed, with notification sent to the USOE, care of Assessment Production, by submitting the "Security Policies and Procedures Disclaimer."
 - For Iowa – booklets and administration materials were retained at district level in secure lockup for reuse next season.
 - For DWA and UALPA – student and administration materials were securely destroyed. UALPA scoring manuals are to be retained for reuse.

PRINCIPAL'S TESTING PROCEDURE CHECKLIST

U-PASS PROGRAM

Instructions: Complete, sign, and return to district assessment director along with the student answer sheets.

Principal: Please Check Each Item When Completed

- ___ 1. I have reviewed, with **all educators involved with state testing**, the "Standard Test Administration and Testing Ethics Policy" and "Standard Test Administration and Testing Ethics Training PowerPoint," distributed "Standard Test Administration and Testing Ethics FAQs," and received signatures on the "Standard Test Administration and Testing Ethics Teacher Signature" forms.
- ___ 2. I have received sufficient test materials from the district and recorded counts below. I have distributed sufficient materials to each test administrator.
- ___ 3. Tests were administered during the dates specified by the state and the district.
- ___ 4. I personally monitored the administration of tests in my school.
- ___ 5. All booklets were checked for misplaced answer documents. Prior to sending answer documents to the district, procedures were followed for each batch to ensure that answer documents were ready for scoring (i.e., all documents in a batch are the same grade/subject, no UAAs inserted, no paper clips or Post-it notes, etc.).
- ___ 6. After all testing was completed, I accounted for all test booklets sent to the school and returned them to a secure storage area designated by the district.
- ___ 7. All student answer documents and other required forms were returned to the district assessment director.

Count of Materials Received from District Office

	3 rd Grade Iowa or CRT Science	5 th Grade Iowa or CRT Math	8 th Grade Iowa or CRT ELA
Student Booklets			
Answer Documents			
Test Admin Manual			

Count of Materials Returned to District Office

	3 rd Grade Iowa or CRT Science	5 th Grade Iowa or CRT Math	8 th Grade Iowa or CRT ELA
Student Booklets			
Answer Documents			
Test Admin Manual			

Describe how, and by whom, the test was administered in your school:

Please note any testing irregularities that occurred in your school:

Name: _____ School: _____
Type or print

Signature: _____ Date: _____

PLEASE REFER TO THE FOLLOWING LIST OF DATA TECHNICIANS ASSIGNED TO YOUR DISTRICT:

SHARON MARSH (801) 538-7915

sharon.marsh@schools.utah.gov

03 BOX ELDER
12 GRANITE
21 NORTH SUMMIT
22 PARK CITY
27 SOUTH SANPETE
37 OGDEN
41 SCHOOL FOR DEAF & BLIND
68 OGDEN PREP
83 AMES
87 CITY ACADEMY
88 SUCCESS SCHOOL
98 FAST FORWARD
A3 DAVINCI
A8 EAST HOLLYWOOD
3B BEEHIVE
4B WASATCH PEAK
5B NORTH STAR
7B REAGAN
9B NAVIGATOR POINTE
1C ODYSSEY
3C ENTHEOS ACADEMY
7C MONTICELLO ACADEMY
8D OPEN CLASSROOM
1E GUADALUPE SCHOOL

BECKY ANDREWS (801) 538-7903

becky.andrews@schools.utah.gov

01 ALPINE
02 BEAVER
08 DUCHESNE
14 JORDAN
17 MILLARD
19 NEBO
31 UINTAH
36 SALT LAKE
84 CBA
89 SOLDIER HOLLOW
92 UINTAH RIVER
93 JOHN HANCOCK
95 TIMPANOGOS ACADEMY
97 SALT LAKE ARTS
A2 RANCHES ACADEMY
A4 SUMMIT ACADEMY
A5 ITINERIS
1B UCAS
2B LINCOLN ACADEMY
6B THOMAS EDISON SOUTH
8B AMERICAN LEADERSHIP
4C LAKEVIEW ACADEMY
6C LIBERTY ACADEMY
8C MOUNTAINVILLE ACADEMY
9C PARADIGM HIGH SCHOOL
1D RENAISSANCE ACADEMY
2D CHANNING HALL
6D NOAH WEBSTER ACADEMY
7D SALT LAKE PERFORMING ARTS (SPA)

CINDY MARSHALL (801) 538-7918

cindy.marshall@schools.utah.gov

04 CACHE
09 EMERY
20 NORTH SANPETE
23 PIUTE
26 SEVIER
29 TINTIC
30 TOOELE
33 WASHINGTON
39 LOGAN
90 TUACAHN
2C INTECH COLLEGIATE HIGH
5D GEORGE WASHINGTON ACADEMY
2E KARL G. MAESER ACADEMY

SHANE JOHNSON (801) 538-7690

shane.johnson@schools.utah.gov

9D CANYON RIM ACADEMY
3E C.S. LEWIS ACADEMY
4E DUAL IMMERSION ACADEMY
5E EDITH BOWEN LABORATORY

DAWN WEST (801) 538-7914

dawn.west@schools.utah.gov

05 CARBON
06 DAGGETT
07 DAVIS
10 GARFIELD
11 GRAND
13 IRON
15 JUAB
16 KANE
18 MORGAN
24 RICH
25 SAN JUAN
28 SOUTH SUMMIT
32 WASATCH
34 WAYNE
35 WEBER
38 PROVO
40 MURRAY
74 AMERICAN PREP
81 WALDEN
82 FREEDOM
86 PINNACLE CANYON
94 THOMAS EDISON NORTH
A1 NUAMES
A6 NORTH DAVIS PREP
A7 MOAB COMM
A9 SUCCESS ACADEMY
5C LEGACY PREP
3D SPECTRUM ACADEMY
4D SYRACUSE ARTS ACADEMY

[illegible]

B. GRADE	
K <input type="radio"/>	8 <input type="radio"/>
1 <input type="radio"/>	9 <input type="radio"/>
2 <input type="radio"/>	10 <input type="radio"/>
3 <input type="radio"/>	11 <input type="radio"/>
4 <input checked="" type="radio"/>	12 <input type="radio"/>
5 <input type="radio"/>	
6 <input type="radio"/>	
7 <input type="radio"/>	

[illegible]

**SECTION
NUMBER**

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

INFORMATION BOX

SCHOOL NAME _____

TEST TITLE
VALPA

GRADE 4

DATE TESTED
01/02/08

C. DISTRICT/ SCHOOL CODE			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
A	A		
B	B		
C	C		
D	D		
E	E		
F	F		
G	G		
H	H		
I	I		
J	J		
K	K		
L	L		
M	M		
N	N		
O	O		
P	P		
Q	Q		
R	R		
S	S		
T	T		
U	U		
V	V		
W	W		
X	X		
Y	Y		
Z	Z		

33

5 Pre-Print File Layout

Name	Type	Length	Start	End	Notes
District Number	Numeric	2	1	2	
School Number	Numeric	3	3	5	
Student Identifier	Numeric	10	6	15	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks
Course Identifier	Numeric	9	16	24	<p><u>Paper & Pencil Pre-Print</u> Not required. For (optional) use by LEA in sorting the rows prior to creating the file.</p> <p><u>CBT Pre-Print</u> Required. Should contain the teacher/course number. This number will be used to group students on class-level reports. If an LEA does both Paper and Pencil testing and Computer-based testing, it is recommended that the values submitted in the CBT pre-print file be the same types of values bubbled on the P&P header sheets. This will ensure that class-level profiles group all students within a class together regardless of the form of testing used.</p>
Course Sequence Identifier	Numeric	2	25	26	<p><u>Paper & Pencil Pre-Print</u> Valid values are 99 or blank. If a 99 is found on any row in the file, the 99 option is used.</p> <p>99: Answer documents will be printed in the order used in the file.</p> <p>Blank: Answer documents will be printed in the following order: School Number, Student Last Name, and Student First Name.</p> <p><u>CBT Pre-Print</u> Required. Should contain the section number (01-99).</p>
Grade Level	Numeric	2	27	28	Include a leading zero for grades K-9 (e.g. 00, 01, etc.)
Student Last Name	Alpha	14	29	42	
Student First Name	Alpha	9	43	51	
Student Middle Initial	Alpha	1	52	52	
Student Gender	Alpha	1	53	53	Only M or F
Student Ethnicity	Alpha	1	54	54	Only A, B, C, H, I, P, U
Student Birth Date	Numeric	6	55	60	Format: YYMMDD
Migrant Student Indicator	Alpha	1	61	61	Y or blank
Special Ed. Indicator	Alpha	1	62	62	Y or blank
Low Income	Alpha	1	63	63	F, R, Y or blank

(Continued on next page)

LEP code	Alpha	1	64	64	<p><u>Prior to April 1, 2008</u> USOE won't validate or store LEP codes submitted by LEA's while LEA SIS systems are modified to handle the new LEP codes and rules. If a file containing an invalid code is validated using the Pre-Print Validation application, only a warning (not an error) will be generated. Files containing invalid LEP codes will be accepted by the Assessment (Pre-Print) website.</p> <p><u>Starting April 1, 2008</u> LEP codes will be validated and stored by USOE. If a file containing an invalid code is validated using the Pre-Print Validation application, an error will be generated. A file containing an invalid code will not be accepted by the Assessment (Pre-Print) website. The following LEP codes will be accepted:</p> <table><tr><th>Code</th><th>Meaning</th></tr><tr><td>F</td><td>The student is fluent</td></tr><tr><td>A</td><td>The student is advanced</td></tr><tr><td>Y</td><td>The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment</td></tr><tr><td>N</td><td>The student was tested using UALPA but was never an ELL student</td></tr><tr><td>O</td><td>The student opted not to be an ELL student</td></tr><tr><td>Space</td><td>The student is not nor ever was an ELL student</td></tr></table>	Code	Meaning	F	The student is fluent	A	The student is advanced	Y	The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment	N	The student was tested using UALPA but was never an ELL student	O	The student opted not to be an ELL student	Space	The student is not nor ever was an ELL student
Code	Meaning																		
F	The student is fluent																		
A	The student is advanced																		
Y	The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment																		
N	The student was tested using UALPA but was never an ELL student																		
O	The student opted not to be an ELL student																		
Space	The student is not nor ever was an ELL student																		
Title 1 code	Alpha	1	65	65	R, M, B or blank														
Statewide Identifier	Numeric	10	66	75	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks														

GRADE/CLASS IDENTIFICATION SHEET

The purpose of this sheet is to identify the names of grades and classes in which the accompanying answer documents were used. If class reports ARE to be identified, please complete one of these sheets for each class in each grade, making sure that the **CLASS NAME** and **GRADE** are entered. If class reports ARE NOT required, you must complete these sheets for each grade in a building, leaving the **CLASS NAME** section blank, but entering the **GRADE**.

Use a #2 pencil to mark this sheet.

1. INFORMATION BOX

Print all of the information requested.

2. CLASS NAME

If a class is to be identified, print the class name in the row of boxes below as it must appear on all reports. Abbreviate if necessary.

Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

3. CLASS CODE

This optional grid is for customer use.

4. GRADE

At the bottom of this grid, enter the grade and then blacken the corresponding circle above it.

5. ANSWER DOCUMENT COUNT

At the bottom of this grid, enter the count of answer documents in this grade/class using all four boxes. For example, if there are 28 answer documents, enter "0028". Then blacken the corresponding number circle in the column above each of the four boxes.

Place this completed Grade/Class Identification Sheet on top of the answer documents for this class. If class reports ARE NOT required, place this completed Grade/Class Identification Sheet on top of the answer documents for this grade.

2. CLASS NAME

3.
CLASS
CODE4.
GRADE

Enter one grade.

PRE K ○
K ○
1 ○
2 ○
3 ○
4 ○
5 ○
6 ○
7 ○
8 ○
9 ○
10 ○
11 ○
12 ○
13 ○
14 ○
15 ○
16 ○

5. ANSWER DOCUMENT COUNT

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
1	2	3	4

1. INFORMATION BOX

Testing Date _____ MONTH _____ DAY _____ YEAR _____

Building Name _____

System Name _____

City _____ State _____



THE RIVERSIDE
PUBLISHING COMPANY

BUILDING IDENTIFICATION SHEET

The purpose of this sheet is to identify the building in which the accompanying answer documents were used. One **BUILDING IDENTIFICATION SHEET**, properly filled in, **must** accompany the answer documents for each building in the system.

Use a #2 pencil to mark this sheet.

1. INFORMATION BOX

Print all of the information requested.

2. BUILDING NAME

In the row of boxes at the bottom of the grid, **print the building name as it must appear on all reports**. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes.

Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

3. BUILDING CODE

Enter the building code in the boxes at the bottom of the grid and then blacken the corresponding letter or number circle above each box.

Place this sheet on top of all of the answer documents for this building.

1. INFORMATION BOX

Testing Date

MONTH

DAY

YEAR

System Name

City

State

2. BUILDING NAME

A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

3. BUILDING CODE

A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
1	2	3	4	5	6	7	8	9	10	11	12	13	14						



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